



DEKALB COUNTY

330 W. Ponce De Leon Ave., Decatur, Georgia 30030

(404) 371- 2461

Department of Planning
& Sustainability

December 31, 2015

RENEWAL REQUEST FOR INFORMATION - 2016

Account Number _____

DeKalb County Business and Occupational Tax will consist of four parts: (1) A base administrative fee of \$75.00 (2) a minimum gross receipts tax of \$50.00 (3) a business tax on gross receipts over \$20,000 and (4) an employee fee for at least one employee, this fee includes the owner(s) and operator, plus anyone else working in the business.

We are requesting information to finalize your business taxes for last year and to renew your business tax certificate for the year shown above. **Please report total gross receipts generated by this business location or office within the State of Georgia, including DeKalb County, and the number of employees assigned to this office only.** The number of employees shall include the owner operator, plus any additional persons working in the business. The bottom portion of this letter should be completed and returned to us no later than February 1st 2016 to expedite the processing of your billing statement. The renewal statement for this year will be calculated on the four parts described above and will include any credit or debit adjustments from last year.

Business and occupational taxes are due by April 15th of each year. Full payment of the tax must be in our office or postmarked no later than April 30 of the year due to avoid a ten percent (10%) late payment penalty and monthly interest charges of one percent (1%) until paid in full.

Gross receipts shall include the total gross sales of merchandise, services, fees, commissions, rentals, and other income. Gross receipts shall not include sales, use or excise taxes; returns, allowances or discounts; inter-organizational sales or transfers; payments to independent contractors or subcontractors. If you have deductions for independent contractors or subcontractors, please provide current names and addresses of those contractors.

DO NOT MAIL PAYMENT WITH THIS RETURN. Your renewal statement will be mailed to you and may show an adjustment to the tax due for under or overpayments from last year.

Please complete and return the bottom portion of this form no later than February 1, 2016

DEKALB COUNTY BUSINESS AND OCCUPATIONAL - TAX 2016

Account # NAICS: Description:

Business Name:
and Address:

- | | A. 2015 Actual(s) | B.2016 Estimate(s) |
|----------------------------------------------------------------------------------------------------------------|-------------------|--------------------|
| 1. Georgia Gross Receipts, including DeKalb County . | \$ _____ | \$ _____ |
| 2. Number of Employees in your DeKalb County Office,
(must be at least one, including the owner/operator).. | _____ | _____ |
| 3. ___Check here if this business is no longer operating and show date business closed. | | _____ |
| 4. For more than 10 employees, please provide E-VERIFY number | | _____ |
| 5. For 10 or less employees check here _____ | | |
| 6. Sales and Use Tax Identification Number | | _____ |

I certify the 2015 actual figures are true and correct. The estimate can be a good faith estimate or last year's actual.

Owner's Name

Signature

Date

Business Phone #